



**AGENDA MEMO**  
1/21/2020 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Thomas W. Tvardzik, Director of Finance

**SUBJECT:** CONSIDER AND ACT: on Ordinance amending the fiscal 2018-2019 budget to provide for a transfer of “one-time” revenues from the General Fund to the General Governmental Capital Projects Fund (Fund 44).

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**BACKGROUND:**

During FY19, the City received four payments from either DART or Dallas County. The payments were cost-share/reimbursements for specific capital projects and recorded as “Other Revenue” in the General Fund. The City Financial Management Policy states:

“It is the general policy of the City to use one-time (non-recurring) revenues to fund capital improvements or reserves. The use of one-time revenues to fund ongoing expenditures is discouraged.”

In addition to the above, the Financial Management Policy also specifies that Building Permit revenues in excess of 120% of budget be considered “one-time revenues”. The amount of excess Building Permit revenue received during FY19 is \$1,212,465.76

Transferring these payments to a capital projects fund will make them available for capital improvements. In accordance with City policy, only City Council has the authority to transfer amounts between funds.

A schedule detailing the above amounts and the total to be transferred to the General Governmental Capital Projects fund is attached.

**RECOMMENDATION:**

City staff recommends the approval of the attached ordinance authorizing the requested transfers.

**ATTACHMENTS:**

- One-time Revenues schedule
- Budget amendment ordinance